



PCT Education Services
Positive Progression for All

HEALTH AND SAFETY POLICY

Date policy approved	August 2020	
Next review date.	August 2022	
Approved by: Headteacher	Sally Alden	
Approved by: Governor	David Lloyd	

PART 1: STATEMENT OF INTENT

Effective health and safety management is integral to our delivery. This is a fundamental foundation and vital to the ability to meet our aims and objectives across both schools. School leaders have developed this policy using guidance from the Independent School Standards and the Health and Safety Executive. Our overall objective is to provide and maintain a safe and healthy environment for our visitors, staff and students and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors.
- Ensuring that health and safety management is an integral part of decision making and organisational processes.
- Adopting a sensible and proportionate approach to managing risks, with well-informed decision-making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks.
- Providing a safe and healthy working environment for our staff, students and others working in the school.
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives.
- Complying with statutory requirements and where possible, best practice.
- Investigating and learning the lessons from accidents and work-related ill-health incidents.
- Providing sufficient information, instruction and training to enable our staff to be competent in their roles.
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives.
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral obligation to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

This policy should be read with reference to the articles of the UN Convention on the Rights of the Child. The Convention states what countries must do to ensure ALL children grow as healthy as possible so that they can learn at school, that children are protected, have their views listened to and are treated fairly. *Article 1, 2 and 3* apply to all of our policies. This policy has particular reference to *Article 24*: Every child has the right to the best possible health.

Name/Signature of Chair of Governors: David Lloyd

Name/Signature of Headteacher: Sally Alden

Date: 26/08/2020

PART 2: RESPONSIBILITIES AND ORGANISATION

Introduction

To comply with the Governing Body's Statement of Intent, the following responsibilities have been assigned:

The Governing Body

The Governing Body has responsibility for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school. In particular, we will ensure that:

- A written policy statement is created and communicated, which promotes a positive attitude towards health and safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people, and those people are informed of these responsibilities.
- A lead governor for health and safety is nominated.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are allocated to operate safe systems of work.
- Health and safety performance are monitored, and targets for improvement are set.
- The school's health and safety policy are reviewed at least once every year.
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.

The Headteacher

The Headteacher will be responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety, ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership.
- Ensure that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis, to reasonably minimise the health and safety risks to staff and any other people who may be affected by the school's activities.
- Monitor and review health and safety performance through:
 1. Undertaking health and safety inspections of work areas/practices in line with relevant County Council policy and independent school standards.
 2. Setting health and safety targets and objectives through appraisals and other supervisory reviews.
 3. Reviewing incidents and accidents.
 4. Monitoring commissioned and contracted work under their control for compliance.

5. Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act.

- Develop safe systems of work and procedures and ensure that they are implemented.
- Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices.
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff, students or other people.
- Ensure that they undertake all relevant training and all staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees.
- Ensure that all work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
- Ensure that accidents and incidents (including near misses, violence and aggression) are properly reported and investigated and the findings acted upon without delay.
- Ensure there are adequate and effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them.
- Ensure information that may assist safety representatives in their role is provided to them as necessary.
- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy.
- Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team.
- Report to the Governing Body at least annually on the school's health and safety performance.

Lead Governor for Health and Safety

The Lead Governor for Health and Safety – **Ben Shread** has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety.
- To scrutinise and review health and safety performance.
- To provide support and challenge to the Headteacher, in fulfilling their health and safety responsibilities.
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinator

Health and Safety Coordinator - **Katy Millage**

The School Health and Safety Coordinator has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school.
- To coordinate performance monitoring processes.
- To make provision for the inspection and maintenance of work equipment.
- To manage the keeping of records of all health and safety activities, including management of building fabric and building services in liaison with the Headteacher and contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.
- To oversee risk assessments of activities and staff's understanding of them.
- To make sure staff driving school vehicles are following the school transport policy.

Teaching and support staff holding positions of individual responsibility

This includes Lead Teachers and the Director. They have the following responsibilities:

- Apply the school's Health and Safety Policy and the relevant Health and Safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher, for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff they manage are familiar with the relevant health and safety codes of Practice, for their area of work.
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Have a clear understanding of student's individual risk assessments and behaviour management plans and apply them in practice in-line with the school behaviour management policy.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice and to ensure that they are applied.
- Give clear oral and written instructions and warnings to students when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Headteacher or manager regarding equipment and improvements to; tools, school transport, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process.
- Report all accidents, defects and dangerous occurrences to their manager.

Employee Consultation/Safety Representatives

The Governing Body believes that consulting employees on health and safety matters is essential in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by Norfolk County Council will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions which could have health and safety consequences for staff, the governing body will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

Staff

All staff have an individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the school's health and safety policy and procedures at all times.
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Wear, use, store, maintain and replace personal protective equipment as appropriate.
- Not intentionally misuse anything provided in the interests of health, safety and welfare.
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle issues), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises.
- Attend all training relevant to their role.

Students

Students, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PART 3: PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Lead Governor for Health and Safety

The lead governor with responsibility for health and safety is **Ben Shread**.

Risk Assessment:

General Risk Assessment

- **Sally Alden** will coordinate general Risk Assessment.
- **Sally Alden/Michael Millage** will be responsible for ensuring the actions required are implemented.

Fire Safety

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by School Secretary following guidance and documentation from the service provider (Ensure Fire Safety).

Manual Handling

Manual handling risk assessments will be carried out (as appropriate) by individual staff.

Computers and Workstations

Individual staff members will carry out computer and workstation risk assessments with support from the service provider.

Hazardous Substances

COSHH procedures will be followed with regard to hazardous substances.

Violence to Staff

Sally Alden will assess the risks of violence to staff. This assessment cross-refers to the school's behaviour policy.

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant teachers.

Individual Risk Assessments and Behaviour Management Plans

All Staff will follow individual risk assessments and behaviour plans. The **Enrichment Lead** will make amendments to risk assessments and behaviour plans in-line with any concerns or incidents. Staff will follow the behaviour plans when planning lessons and managing behaviour. All staff need to have an in-depth knowledge of the behaviour management policy and apply this to practice.

Consultation with Employees

Headteacher and Governing Body consult with employees where necessary.

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through the Building Maintenance Contractor.

All electrical equipment will be pat tested annually by a qualified contractor.

Routine local testing of emergency lighting, fire alarm call points will be monitored by Ensure Fire Safety, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the Health and Safety Coordinator.

Any problems or defects with plant and equipment should be reported to the Head Teacher.

Information, Instruction and Training:

Information and Advice

The Health and Safety Law Poster is displayed in the office and the corridor.

Health and safety advice are available from the headteacher/health and safety coordinator; and from the HR Manager at Head Office, PCT Care Services Ltd.

Health and Safety Training:

Induction

Health and safety induction training will be provided for all new employees. This will include all staff completing level 1 in Health and Safety. The Health and Safety Coordinator will assess work experience or volunteers placements. Staff and governors named below have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Awareness for Governors: **Ben Shread**
- Health and Safety Management for Headteachers: **Sally Alden**

School external activities

- Risk Management and Assessment to be provided by all external service providers.
- All activities will follow the individual risk assessments of students attending, alongside the school activity assessment and the venues own risk assessments.

Occupational Training

- First Aid at Work: First Aid Officer; Tracey Borgenvik
- Health and Safety level two: H&S Coordinator; Katy Millage
- Emergency First Aid at Work: All staff
- Norfolk Steps training: Headteacher, all teachers, HLTAs and Key Workers
- Fire Safety Officer: Carly or Zoe (school Office)

Training Records and Training Needs Identification

- Health and safety training records are held by School Secretary.
- Training needs will be identified, arranged and monitored by Lead Teachers/Headteacher.

Incident Reporting and Investigation

All accidents and cases of work-related ill health involving employees (or non-employees, where the injury is potentially caused by a deficiency in activity, equipment or premises, must be recorded using the incident reporting procedure.

Minor injuries to non-employees (i.e. students and visitors) where first aid is given will be recorded using the appropriate procedure, records held by the school secretary.

Sally Alden will investigate incidents and act on findings to prevent a recurrence.

First Aid

The first aid station is in the office and within the first aid room in the basement, where the first aid supplies are held. The School Secretary maintains a list of employees available to provide first aid.

Managing Medicines

Prescribed medication will be administered to pupils in accordance with this policy. Medicines are stored securely and in accordance with specific requirements eg temperature. It is a requirement for all parents/carers to complete an authorisation form for the administration of prescription medication, and to authorise (or not) the administration of paracetamol for pain relief. This will only be managed by the Pediatric trained first aider:

Tracey Borgenvik, Zoe Harding or Melissa Gibbs is responsible for the control of the administration of medicines to pupils.

Site Security and Visitors

All visitors must report to the main reception where they will be asked to sign the visitor's book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are:

- Lone Worker Policy
- Safeguarding and Child Protection Policy
- Keyholders logged and restricted in the holidays
- Visitors are escorted at all times

Selection and Management of Contractors

Contractors are selected and managed following school policy and procedure.

Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will follow the same guidelines as external activities, and the school policy.

Occupational Health

Access to occupational health services is via HR.

Emergency Procedures – Fire and Evacuation

- School Secretary/ Fire Safety Officer checks escape routes.
- Fire extinguishers are maintained and checked by service provider (Ensure Fire Safety).
- Alarms are tested by School Secretary/ Ensure.
- Emergency evacuation procedures will be tested once every term and for new starts in September.

Monitoring

The Health and Safety Coordinator will carry out routine inspections of the premises to ensure safe working practices are being followed.

Inspections of individual departments and specific work areas will be carried out by Lead Teachers or nominated staff.

Review of Policy

This policy will be reviewed at least once every year and more frequently in the light of any concerns, or because of operational or organisational changes.

Other relevant departmental advice and statutory guidance

Keeping Children Safe in Education 2021

The Independent School Standards

Health and Safety Executive

Working together to safeguard Children 2018

Equality Act 2010

Standard of School Premises